

Job Description
Missouri State Highway Patrol

Class Title: Duplicating Equipment Operator I

Title Code: V00105

Effective Date: 07/10/95

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Duplicating Equipment Operator Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is entry-level work in the operation of an offset press and related equipment. Employees in this position are responsible for duplicating material rapidly and neatly using an offset press and related equipment. General supervision is exercised by a superior who checks work in process and upon completion to ensure suitability of reproductions and conformance with work orders.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Operates collators, folders, hole punchers, paper cutters, and related equipment.

Assists in setting up offset presses, insertion of plates, adjustment of margins and ink supply, controls pressures between rollers and plate on standard offset presses.

Assists in preparing metal or paper plates on a manual plate maker; adjusts and operates automatic photographic plate maker for duplicating purposes.

Cleans equipment and makes minor repairs as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of the various kinds of paper, inks, and chemicals used in duplicating work.

Some knowledge of the operation, adjustment, and maintenance of offset presses and other duplicating equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain duplicating equipment in good working order and to make minor repairs and

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adjustments.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED. Possess a certificate of specialized training in printing and operation of printing and duplicating equipment or at least six months comparable experience in the operation of an offset press.